## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2595
Page 1 of Z.

Agency
SUBSEQUENT INJURY FUND

Division/Unit FISCAL

,	SUBSEQUENT INJURY FUND	FIS	CAL
Item No.	Descript	tion	Retention
1.	FISCAL RECORDS		
	A. Accounts Receivable Records Daily Control Sheets Assessment AR Entry Logs Non-cash Adjustment Batch L Monthly Reports	.ogs	Retain electronically on CDs for ten (10) years, then destroy.
	Payments	d Agency Expenses SIF Liability Explaintion) Documentation Correspondence	Retain for three (3) years and audit completion, then destroy.
			Retain for three (3) years and audit completion, then destroy.
		Employee Accrued Leave Balance Check Registers and Payroll Reports Employee Time Sheets  General (Miscellaneous) Accounting Records Certificate of Deposit and Bank Deposit Receipts Cancelled Checks and Check Stubs Periodic Financial Reports to State Agencies Monthly Statement of Fund Balance Reports  audit cod destroy.	
	Certificate of Deposit and Bar Cancelled Checks and Check Periodic Financial Reports to		
Schedule	Approved by Department, Agency,	Schedule Authorized by St	ate Archivist
or Division Representative.  Date 1-21-2012			
		Date <u>3/29/2017</u>	2
Signature	Insofakove		
Typed Na	me Lenniter Roue	Signature	Cal grenfu
Title <u>Tr</u>	scal Administrator		•

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 2595

Page 2 of Z

Agency

SUBSEQUENT INJURY FUND

**Division/Unit** 

FISCAL

· !	COBOLQOLIA IIASOKI I OND	TISCAL
Item No.	Description	Retention
2.	PROCUREMENT RECORDS	
	A. Procurement Records Request for Proposals Agency Requisitions Purchase Orders Corporate Purchasing Card Logs and Statements Notice of Award of Contracts Pertinent Workpapers	Retain three (3) years and audit completion, then destroy.
	B. Contracts Awarded Request for Proposal Submissions Submission Rankings & Decision Workpapers Pertinent Correspondence Original Contracts	Retain for the life of the contract and until all Audit Requirements have been fulfilled, then destroy.

INSTRUCTIONS - TYPE OF EACH NEW OR REVISED RECORDS RETENTION S	R PRINT A SEPARATE FORM FOR RECORD SERIES. FORWARD WITH CHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page 1 Of	
	INJURY FUND	2. DIVISION FISCAL	3. UNIT  ACCTS RECEIVABLE	
		rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORDS SERIES T	TITLE ACCOUNTS RECEIVAB	LE RECORDS	5. EARLIEST YEAR / LATEST YEAR 2008 TO PRESENT	
DA]	ESCRIPTION (Briefly describe the type  LLY CONTROL SHEETS  THLY REPORTS	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).	
7. RECORD SERIES FO	DRMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
X Letter Size Microfilm		Alphabetical	X File Drawer(s) Microfilm Reel(s)	
Legal Size	Computer Tape	Numerical	Computer Tape(s)  1 Other (Specify)	
Bound Book	Floppy Disk	X Chronological	In ANNUAL AGGINALIA ATRON	
Audio Tape Other (Specify)	Video Tape	Geographical Other (Specify)	10. ANNUAL ACCUMULATION  X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)	
11. FILE IS USED  Daily X Weekly	y Monthly Annually	12. FILE BECOMES INACTIVE AFTER  1	) X Year(s)	
13. CURRENT LOCATI	ION(S) (Bldg., Floor, Room)  ROOM 208	14. IS RECORD SERIES DUPLICATED ELSEV  X Yes No COMPUTER	WHERE? (If yes, specify agency or office)	
15. ACCESS RESTRICT  Yes X No	ΓΙΟΝS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS  None X State	Federal Independent	
17. IS AN INDEX SYSTI describe any software/hard Yes <b>X</b> No	EM USED? (If yes, explain briefly and ware)	18. RECOMMENDED RETENTION  3 YEARS THRU AUDIT COMPLE	TION	
19. NAME AND TITLE	OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
JENNIFER ROWE FISCAL ADMIN		410-321-2007	11-08-11	

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		ELECTRONIC RECORDS INVENTORY
Records Retention Schedule (DGS 550-1) COMAR 14.18.04	Jessup,	, Maryland 20794 10) 799-1930	Page1 of
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
SUBSEQUENT INJURY FUND	FISCAL		ACCTS RECEIVABLE
DEFINITION – Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
ACCOUNTS RECEIVABLE RECORD	S		2004 TO Present
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
SCANNED PAPER HARD COPIES		CDS IN PDF FORM	AT
8 ELECTRONIC RECORD SERIES DESCR			/documents/forms purpose and function of the system.
CONTROL SHEETS- AR ENTRY & AIDAILY CASH RECEIPTS COPIES	R NON-CASH A	ADJUSTMENT WORKS	HEETS
Brilly Groff Redell 10 dollled			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing	
FISCAL EMPLOYEE ACCESS FOR F		w octabilotion in thining.	
LEGISLATIVE AUDIT PURPOSES			
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
AR RECORDS ARE SCANNED TO CD WHEN FILE CABINET DRAWERS ARE FULL OR ONCE PER YEAR			
WHICH EVER COMES FIRST.			
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN EI	LECTRONIC DATA FILE.	Explain the progression established to
ensure the record's retention and usability			
RECORDS ARE SCANNED TO CDS	IN A PFD FOR	RMAT ORGANIZED BY	DATE
12 RECOMMENDED RETENTION			
RETAINED 3 YEARS THRU AUDIT	COMPLETION	AND HELD INDEFINAT	TELY FOR REFERENCE
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
JENNIFER ROWE	410-321-	-2007	12-08-2011
16 TITLE OF PREPARER	•		
FISCAL ADMINISTRATOR			
DGS 550-6			

AGENCY RECORDS INVENTORY  $\underline{\mathsf{INSTRUCTIONS}}$  –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH DEPARTMENT OF GENERAL SERVICES RECORDS RETENTION SCHEDULE (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page 1 Of P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND 2. DIVISION 3. UNIT ACCOUNTS PAYABLE FISCAL DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORDS SERIES TITLE 5. EARLIEST YEAR / LATEST YEAR **VARIOUS**<sub>TO</sub> AGENCY EXPENSES AND CLAIMANT PAYMENT RECORDS PRESENT 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). ORIGINAL AWARD STATING SIF LIABILITY; DOCUMENTATION OF PAYMENTS MADE CLAIM PAYMENT: AND ALL RELATED CORRESPONDENCE (used for reference only) AGENCY EXPENSES: ALL INVOICE PAYMENTS AND ATTORNEY REIMBURSEMENTS DOCUMENTATION; TRANSMITTAL SHEETS TO COMPTROLLER 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME X Letter Size X Alphabetical X File Drawer(s) Microfilm Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical Other (Specify) Number **Bound Book** Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) 2 Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER 1 year from completion this X Daily Weekly Monthly Annually Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE, ROOM 208 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) No COMPUTER 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS X No None Federal

18. RECOMMENDED RETENTION

20. TELEPHONE NUMBER

410-321-2007

PAYMENTS AND AUDIT REQUIREMENTS

RETAIN IN OFFICE FOR 3 YEARS AFTER COMPLETION OF

21. DATE

11-8-11

describe any software/hardware)

 $\mathbf{X}_{No}$ 

19. NAME AND TITLE OF PREPARER

Terry O'Donnell

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

Fiscal Services

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

## DEPARTMENT OF GENERAL SERVICES

•RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794 AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND	2. DIVISION FISCAL	3. UNIT		
DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				

4. RECORDS SERIES TITLE

BUDGET & FISCAL PLANNING

5. EARLIEST YEAR / LATEST YEAR 2005 TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

BUDGET WORKPAPERS AND REPORTS
REPORT OF FIXED ASSETS
MATERIALS AND SUPPLIES PHYSICAL INVENTORY

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
X Letter Size Microfilm	Alphabetical	X File Drawer(s)	
Legal Size Computer Tape	• Numerical	Microfilm Rccl(s) Computer Tapc(s)  1 Number Other (Specify)	
Bound Book Floppy Disk	X Chronological	10 ANNUAL ACCUMULATION	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION  X File Drawer(s)	
Other (Specify)	Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly <b>X</b> Monthly Annually	1 Month(s)	X Ycar(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE ROOM 208	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  X Yes No COMPUTER		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
Yes X <sub>No</sub>	None <b>X</b> State	Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	18. RECOMMENDED RETENTION		
Yes <b>X</b> No	* 3 YEARS THRU AUDIT COMPLETION		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
JENNIFER ROWE FISCAL ADMIN	410-321-2007	118-11	

AGENCY RECORDS INVENTORY <u>INSTRUCTIONS</u> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) . DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page 1 Of P.O. BOX 275 - JESSUP, MARYLAND 20794 2. DIVISION FISCAL 1. DEPARTMENT/AGENCY 3. UNIT **PAYROLL** SUBSEQUENT INJURY FUND DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORDS SERIES TITLE 5. EARLIEST YEAR / LATEST YEAR PAYROLL PROCESSING FILES TO PRESENT 2001 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). EMPLOYEE ACCRUED LEAVE BALANCES CHECK REGISTERS AND PAYROLL REPORTS EMPLOYEE TIME SHEETS 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME X File Drawer(s) X Letter Size Microfilm X Alphabetical Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical Other (Specify) Number **Bound Book** Floppy Disk Chronological 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) .5 Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Daily BI-Weekly Monthly Annually Month(s) X Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) COMPUTER SIF OFFICE ROOM 208 X Yes No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS  $X_{No}$ X State Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18, RECOMMENDED RETENTION describe any software/hardware) 3 YEARS - AFTER COMPLETION OF AUDIT REQUIREMENTS Yes X No 19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE 11-8-11 410-321-2007 FISCAL ADMIN

JENNIFER ROWE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES RECORDS RETENTION SCHEDULE (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD Page 1 Of P.O. BOX 275 - JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT SUBSEQUENT INJURY FUND FISCAL DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. RECORDS SERIES TITLE MISCELLANEOUS ACCOUNTING RECORDS 5. EARLIEST YEAR / LATEST YEAR 2008 PRESENT TO 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). BANK BOOKS, STATEMENTS AND DEPOSIT RECEIPTS CANCELLED CHECKS AND CHECK STUBS PERIODIC FINANCIAL REPORTS TO STATE AGENCIES 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME X Letter Size Microfilm Alphabetical X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Legal Size Computer Tape Numerical Other (Specify) X Chronological **Bound Book** Floppy Disk 10. ANNUAL ACCUMULATION Audio Tape Video Tape Geographical X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Other (Specify) .5 Other (Specify) Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Weekly X Monthly Annually Month(s) X Year(s) Number 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) SIF OFFICE **ROOM 208** COMPUTER X Yes No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS Yes X No X State None Federal Independent 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION

3 YEARS THRU AUDIT COMPLETION

21. DATE

11-08-11

20. TELEPHONE NUMBER

410-321-2007

JENNIFER ROWE

describe any software/hardware)

X No

19. NAME AND TITLE OF PREPARER

FISCAL ADMIN

Ycs

**INSTRUCTIONS** -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

## **DEPARTMENT OF GENERAL SERVICES**

RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND 2. DIVISION

**FISCAL** 

PROCUREMENT

3. UNIT

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE

5. EARLIEST YEAR / LATEST YEAR

PROCUREMENT AND PURCHASING RECORDS AND AWARD CONTRACTS VARIOUS TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

REQUEST FOR PROPOSALS AGENCY REQUISITIONS **PURCHASE ORDERS** CORPORATE PURCHASING CARD STATEMENTS AND LOGS NOTICE OF AWARD OF CONTRACTS PERTINENT CORRESPONDENCE

7. RECORD SERIES FOR	MAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
X Letter Size	Microfilm	Alphabetical X File Drawer(s) Microfilm Reel(s)		X File Drawer(s) Microfilm Rccl(s)	
Legal Size	Computer Tape	Numerical		Computer Tape(s) Other (Specify)	
Bound Book	Floppy Disk	X Chronologic	cal		
Audio Tape	Video Tape	Geographical		10. ANNUAL ACCUMULATION  X File Drawer(s)  Microfilm Reel(s)	
Other (Specify)		Other (Specify)		Computer Tapc(s) Other (Specify)	
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER		
Daily X Weekly	Monthly Annually	Month(s) X Ycar(s)			
13. CURRENT LOCATIO	N(S) (Bldg., Floor, Room)	14. IS RECORD SERIES	S DUPLICATED ELSEV	WHERE? (If yes, specify agency or office)	
SIF OFFICE	ROOM 208	X Yes No	COMPUTER		
15. ACCESS RESTRICTIO	ONS If yes, cite law(s) & regs	16. AUDIT REQUIREM	ENTS		
Yes X No		None	X State	Federal Independent	
17. IS AN INDEX SYSTEM describe any software/hardwa	4 USED? (If yes, explain briefly and tre)	18. RECOMMENDED R	RETENTION		
Yes X No		THREE (3) YEARS THRU AUDIT COMPLETION			
19. NAME AND TITLE O	F PREPARER	20. TELEPHONE NUMBER 21. DATE		21. DATE	
JENNIFER ROW	JENNIFER ROWE FISCAL ADMIN			12-08-2011	